

Vacancies Number

611890

Housing Officer

Housing Officer

Details

We are currently recruiting for a Housing Officer to support our welfare team.

The ideal candidate should be able to investigate and implement initiatives to minimise the impacts of welfare reform and the introduction of Universal credit. Have experience of providing a range of services to our tenants which will include advice on money management and budget, banking and affordable credit and addressing fuel poverty issues. You will be able to develop and implement Financial Inclusion and Capability Initiatives for all of our service users.

As part of this role you will be able to identify, contact and advise tenants at risk of the accrual factual changes to their household income and support them to understand their opinions.

You will be required to deliver a high quality welfare, income and housing management service and to monitor and support the neighbourhood initiatives that have an impact on the wider neighbourhood. This role will require you to provide and promote professional, confidential and high quality front line welfare and customer service support to all LMH tenants, ensuring the organisation maximises its income.

As part of this role you will be expected to work with both external and internal partners such as: DWP, Food banks, Barclays, The Women's Project, LMH Income Recovery team, Customer Involvement team and Regeneration Initiatives team.

Together you will develop options for residents to mitigate the impact of welfare reform, ensuring they are able to make appropriate decisions based on their individual circumstances.

Pay: £22072.0 to £24524.0

Closing date:

19/01/2017

Hours: 37 hours per week

Age: to

Holidays:

Vacancies Number

611890

Housing Officer

How to apply:

Applicants to go to website.

<https://jobs.liverpoolmutualhomes.org/VacancyDetails.aspx?VacancyID=166>

Vacancies Number

611867

Social Care Pre Employment Training Course

Social Care Training NCFE L2 Course (Norris Green)

This advert is for submission purposes only

START DATE FOR THE COURSE

9th Jan 2017

Pay: £0.0 to £0.0

Closing date: 21/03/2017

Hours:

Age: to

Holidays:

How to apply:

Vacancies Number

611868

Personalised Resource Coordinator

Personalised Resource Coordinator

Details

Liverpool City Council is looking to recruit a Personalised Resource Coordinator within the Early Help Service. The successful applicant will be required to offer a high quality support service aimed at supporting disabled children and young people in accessing universal services, and supporting administration of packages of Short Break support including Direct Payments.

You will be required to support the Personalisation agenda within the Short Breaks Service in order to promote greater independence for disabled children and their families within the Short Breaks Menu. The role will also entail Administrative and Finance support to the Short Break/Fusion Service.

Knowledge and skills

Administration and Finance background with substantial experience.

NVQ level 3 or equivalent qualification in Information Technology/management.

ECDL or equivalent.

Evidence of current and continuous professional development.

Customer Care training would be an advantage.

Relevant general administrative experience.

Extensive experience of application in use of Microsoft Office Applications, including excel, and word.

Experience of financial systems (e.g SAP).

Liverpool City Council is an equal opportunities employer and service provider..

Closing date: 17th January 2017.

Pay: £22434.0 to £26556.0

Closing date: 17/01/2017

Hours: 30 hours per week

Age: to

Holidays:

How to apply:

For job details go to <http://lccjobs.liverpool.gov.uk> or telephone 0151 233 3003. please quote reference LCC01148 in all enquiries.

Vacancies Number

611870

Volunteer Coordinator

Volunteer Coordinator

Aim

- Develop a local volunteer strategy, in line with that national Volunteer and Member Involvement Strategies, and the promotion of volunteering in all aspects of Crisis Skylights' work, including direct services for members, raising the Skylight's profile, local campaigns, fundraising and social enterprises
- Identify, develop, disseminate and implement best practice in all aspects of volunteering
- Act as a resource and source of expertise on volunteering opportunities for Crisis members, both within Skylight and in the wider area, to help promote opportunities for members to gain personal and social skills, work experience, and develop positive social networks

Dimension

- Recruitment, induction, training and management of volunteers, including member volunteers
- Delivery of training and support for other Skylight staff supervising volunteers

Essential

1. Demonstrable experience of volunteer management best practice, including developing and supporting a wide range of volunteering opportunities and an understanding of volunteers' motivations and the benefits they bring to Crisis
2. Experience of managing successful relationships with colleagues, volunteers and external partners and confidently providing advice and guidance to others around policy, procedure and good practice
3. Experience of developing and delivering a variety of training to small and large groups
4. Demonstrable experience of working successfully as part of a cross-disciplinary team, whilst also being able to work on own initiative
5. Demonstrable ability to communicate effectively when addressing a variety of audiences in person, on the phone, email, and when giving presentations to groups
6. IT literate and able to maintain and develop effective administration and information management systems
7. Excellent organisational skills, including the ability to manage a high volume workload and manage competing priorities
8. Experience of working with socially excluded and/or vulnerable people and knowledge of how volunteering can contribute to positive change
9. Demonstrable commitment to the value of engaging members in the volunteering programme and understanding the positive impact it can have for them, Crisis, and the wider community
10. Demonstrable commitment to recognising the potential in all volunteers and understanding the importance of diversity in volunteering

Vacancies Number

611870

Volunteer Coordinator

Knowledge of and ability to comply with safeguarding procedures

11. Commitment to Crisis' purpose and values including equality and social inclusion

Pay: £30320.0 to £30320.0 Closing date: 16/01/2017

Hours: 35 hours per week

Age: to

Holidays:

How to apply:

Applicants to go to <https://jobsatcrisis.irecruittotal.com/CONFIG/CRISIS/StaticPages/CAC/SearchVacancy.aspx>

Vacancies Number

611871

Sales Administration Support

Reporting to the General Manager, the Sales Administration Support is responsible for helping to ensure the smooth running of the sales activity within the office. The Sales Administration Support is a point of contact for all departments, and provides Sales support in administrative areas.

The Sales Administration Support will work with the sales team to execute the daily tasks required, and on administration duties including order entry; tender preparation and email query handling.

Other Sales Administration Support duties include:

- Raising orders from customer emails
- Preparing product lists for tenders
- Collating customer data for annual reviews
- Helping screen incoming calls
- Managing the post and emails
- Greeting visitors
- Booking cabs/couriers and other travel requirements
- Filing and photocopying
- Updating contact lists
- Scheduling meeting rooms / Providing refreshments

The Sales Administration Support is a member of the Sales team but may be required to support other administration tasks periodically.

Requirements

- Good customer care skills
- Good written and verbal English
- Accuracy and attention to detail
- Good organisation and administration skills
- Good computer and keyboard skills
- Ability to work under pressure
- Ability to work independently and as part of a team
- Keen and quick to learn
- Proactive

Pay: £6.5 to £7.2 Closing date: 19/01/2017

Hours: Full Time. 37.5 hours per week (08:30-16:30)

Age: to

Holidays:

Vacancies Number

611871

Sales Administration Support

How to apply:

please send cv to liverpoolinwork@liverpool.gov.uk ref 611871LD

Vacancies Number

611872

Trainee Content Writer

Key Aims of the Role:

- multi-skilled writer
- understand the difference between long form copy and short form copy
- Understand the basics of SEO
- Transcribing voice recorded content to create engaging social media and content for our website
- Aware of marketing content produced by the likes of Gary Vaynerchuk or similar
- Find it interesting to have the opportunity to be a writer behind a growing fitness brand and the creation of a world renowned brand
- creative confidence to innovate and understand what is needed to tell a story through writing content
- Understand social media
- Must have a want to learn and progress

Duties and Responsibilities:

- Creation of intelligent, fast-turnaround short-form social media content
- Creation and manipulation of graphics if able
- Selection of images to represent the brand
- All additional aspects of social media upload across blog and social media platforms
- Additional research, writing and upload of multi-platform content, including video, podcasts etc
- General office based assistance and helping with various parts of the brand
- Work from our fitness facility office in the Wirral which is close to train stations and bus routes

We are looking for someone who has:

- Great command of the English language with some sort of qualification
- Social media skills
- Ability is favoured over qualification

This role is subsidized by the Access to Work programme, which is funded by the European Social Fund. This vacancy is only open to residents who live in the boundaries of Liverpool City Region, who are aged 16-29 and who are unemployed, not in work, training or education. You will be asked to prove your eligibility for the role by proving that you are unemployed, your age and address.

Pay: £0.0 to £0.0 Closing date: 17/01/2017

Hours: 35 hours

Age: 16 to 29

Holidays:

Vacancies Number

611872

Trainee Content Writer

How to apply:

For an application form, email liverpoolinwork@liverpool.gov.uk quoting reference 611872RG

Vacancies Number

611873

Trainee Videographer

Key Aims of the Role:

- multi-skilled video producer
- able to film original content so we need somebody with the ability to shoot first class video with everything from an iPhone to a DSLR camera.
- Aware of content produced by the likes of Casey Neistat as we produce similar content via vlog content for our audience
- Find it interesting to have the opportunity to be the videographer behind a growing vlog around fitness and the creation of a world renowned brand
- Have the confidence to direct when needed
- excellent video editing skills will enable you to bring it all together to produce compelling video optimised for social media
- creative confidence to innovate and understand what is needed to tell a story through video content
- Understand youtube and other social media optimisation

Duties and Responsibilities:

- Creation of intelligent, fast-turnaround short-form social media video content
- Creation and manipulation of 2D and 3D graphics if able
- The ability to edit longer form corporate video content
- Selection of images with which to create our video content
- Use timelapse where possible
- All additional aspects of content upload across blog and social media platforms
- Additional research, writing and upload of multi-platform content, including video, podcasts etc
- Work from our fitness facility office in the Wirral which is close to train stations and bus routes

We are looking for someone who has:

- Video editing skills
- Camera operation skills
- Social media skills
- Ability is favoured over qualification

This role is subsidized by the Access to Work programme, which is funded by the European Social Fund. This vacancy is only open to residents who live in the boundaries of Liverpool City Region, who are aged 16-29 and who are unemployed, not in work, training or education. You will be asked to prove your eligibility for the role by proving that you are unemployed, your age and address.

Vacancies Number

611873

Trainee Videographer

Pay: £0.0 to £0.0 Closing date: 17/01/2017

Hours: 35 hours

Age: 16 to 29

Holidays:

How to apply:

For an application form, email liverpoolinwork@liverpool.gov.uk quoting reference 611873RG

Vacancies Number

611874

Learning Partner

Learning Partner

Details

Liverpool Mutual Homes are looking for an experienced learning professional to join our People Services team.

The Learning Partner is a post that will support the development of employees by designing and delivering or externally sourcing superb quality robust learning for employees.

The Learning Partner will support the HR Business Partners by identifying the need for learning and deliver this to a high standard. It is envisaged that the majority of the Learning Partners time will be spent on training delivery ranging from soft skills and internal procedures to coaching.

The Learning Partner will ensure that all mandatory training across our organisation is delivered and accurate records are kept.

The successful candidate will be a confident and inquisitive trainer with a proven successful track record in learning and development across all levels, the Learning Partner will also be experienced in undertaking individual and organisational development plans. Experience in procurement and managing external training providers is essential to this role.

The Learning Partner will be responsible for ensuring all training records are accurately maintained and for the measurement of return on investment. Acting as a super user for our Learning Management System the Learning Partner will encourage and support internal specialists to develop e-learning for employees.

This is an exciting time to join our team and make a real impact on the business.

Pay: £26868.0 to £32839.0 Closing date: 19/01/2017

Hours: 37 hours per week

Age: to

Holidays:

How to apply:

Applicants to go to

<https://jobs.liverpoolmutualhomes.org/VacancyDetails.aspx?FromSearch=True&MenuID=&VacancyID=164>

Vacancies Number

611875

Trainee Fitness Instructor

Key requirements:

- Level 2 Fitness Instructor and above preferred but this can be worked towards
- First aid preferred
- Experience and/or confident working with general public in various circumstances.
- Customer service skills.
- Communication skills.
- Motivational skills.
- Problem solving skills.
- Works optimally individually and as a team.
- Interested in taking their health and fitness knowledge further.

Duties and responsibilities:

- Demonstrate how to safely perform various exercises once trained
- Demonstrate how to safely use exercise equipment once trained
- Be able to confidently alter/coach correct exercise techniques once trained
- Be able to provide clientele appropriate progression for their level.
- Create and monitor clients training programmes once trained
- Provide body/fitness checks on clients if required once trained
- Give clients correct information/advise on exercise, health, nutrition and lifestyle once trained
- Explain and enforce health and safety regulations.
- Perform cleaning tasks to a satisfactory standard.
- Answer and make phone calls to the companies standards.
- Demonstrate show arounds/inductions to new clients.
- Complete the sales process to companies standards.
- Create a friendly and welcoming environment for all clients.
- Open and close gym to company standards.
- Teach timetabled classes.
- Promote the company to generate new leads/clients.
-
- Experience is preferred but full training will be given

We are looking for someone who is:

- Passionate about health and fitness and wants to help others via this.
- Is eager to expand their knowledge in said areas.
- Flexible.
- People orientated.

Experience preferred but not required

This role is subsidized by the Access to Work programme, which is funded by the European Social Fund. This vacancy is only open to residents who live in the

Vacancies Number

611875

Trainee Fitness Instructor

boundaries of Liverpool City Region, who are aged 16-29 and who are unemployed, not in work, training or education. You will be asked to prove your eligibility for the role by proving that you are unemployed, your age and address.

Pay: £0.0 to £0.0 Closing date: 17/01/2017

Hours: 35 hours

Age: 16 to 29

Holidays:

How to apply:

For an application form, email liverpoolinwork@liverpool.gov.uk quoting reference 611875RG

Vacancies Number

611876

Claims Adviser

Simple Legal Solutions Simple Legal Solutions Ltd are a professional claims management company based in Liverpool. We work with a panel of solicitors throughout the UK who specialise in personal injury claims. Here at Simple Legal Solutions it is our mission is to provide claimants with a seamless claims journey with our team of trained claim handlers who are experts in their field and professional in their approach.

Calling all the heros!

Do you like talking on the phone? Do you like helping people?

Good basic salary of £7.20 per hour plus generous achievable bonus structure

Hours - 11am – 7pm Mon – Thurs and 10am – 6pm on Fridays

What being a Claims Advisor involves

When an important part of a customer's life has been compromised, it's you they'll speak to. It's you who'll handle their insurance claim, resolve any issues, listen out for all-important details and reassure them. It's also you who'll keep them up-to-date throughout the whole claim.

Job will include:

- Making calls to a variety of different customers
- Keeping our customers calm in situations that maybe stressful or upsetting
- Taking a methodical approach to each claim, and working through the process with each customer
- Keeping an ear out for any details that need further investigation
- Working with other teams here, as well as third party suppliers, and keeping your customer up to date with any progress.

What does each claims team do?

Our claims teams assist our customer through the initial registration of their claim. It is not always easy, as customers can often be upset or in stressful situations. So you'll need to take the time to talk through the claim whilst gathering accurate information and ensuring you are being empathetic and understanding to the customer's situation. The role has real variety as it works closely with the customer and third party suppliers daily.

This is a role where you'll speak to a range of different people and learn new skills.

Skills and qualities you'll need

Our training will give you guidance. Our systems will lead you through the process. But it'll be your personality and life experience that makes all the difference. If you have customer service, sales or previous claims experience, so much the better. Broadly speaking, we look for:

- Helpfulness and a passion for customer service
- Empathy and understanding
- A professional attitude
- Basic computer knowledge
- Able to work towards achieving targets
- Be a good team worker demonstrating loyalty and commitment to the organisation and team members
- Clear and concise written and spoken communication skills
- Accuracy and attention to detail
- The ability to work well under pressure

Shift and training information will be discussed at interview and offer stage.

We are an equal opportunities employer. We welcome applications from all suitably qualified persons

Pay: £7.2 to £7.2 **Closing date:** 03/02/2017

Hours:

Age: to

Holidays:

Vacancies Number

611876

Claims Adviser

How to apply:

To apply please send recent cv to Sian Stephens at recruitment@simplelegalsolutions.co.uk or call 01704 261995 for more information

Vacancies Number

611877

Claims Adviser [Nights]

Simple Legal Solutions Simple Legal Solutions Ltd are a professional claims management company based in Liverpool. We work with a panel of solicitors throughout the UK who specialise in personal injury claims. Here at Simple Legal Solutions it is our mission is to provide claimants with a seamless claims journey with our team of trained claim handlers who are experts in their field and professional in their approach.

Calling all the night owls!

Do you like talking on the phone? Do you like helping people?

Good basic salary of £7.20 per hour plus half day extra pay AND generous achievable uncapped bonus structure

Hours - 11pm – 7am Monday – Thursday only

What being a Claims Advisor involves

When an important part of a customer's life has been compromised, it's you they'll speak to. It's you who'll handle their insurance claim, resolve any issues, listen out for all-important details and reassure them. It's also you who'll keep them up-to-date throughout the whole claim.

Job will include:

- Making calls to a variety of different customers
- Keeping our customers calm in situations that maybe stressful or upsetting
- Taking a methodical approach to each claim, and working through the process with each customer
- Keeping an ear out for any details that need further investigation
- Working with other teams here, as well as third party suppliers, and keeping your customer up to date with any progress.

What does each claims team do?

Our claims teams assist our customer through the initial registration of their claim. It is not always easy, as customers can often be upset or in stressful situations. So you'll need to take the time to talk through the claim whilst gathering accurate information and ensuring you are being empathetic and understanding to the customer's situation. The role has real variety as it works closely with the customer and third party suppliers daily.

This is a role where you'll speak to a range of different people and learn new skills, as well as tackling insurance travel claims across many of our brands.

Skills and qualities you'll need

Our training will give you guidance. Our systems will lead you through the process. But it'll be your personality and life experience that makes all the difference. If you have customer service or previous claims or sales experience, so much the better. Broadly speaking, we look for:

- Helpfulness and a passion for customer service
- Empathy and understanding
- A professional attitude
- Basic computer knowledge
- Able to work towards achieving targets
- Be a good team worker demonstrating loyalty and commitment to the organisation and team members
- Clear and concise written and spoken communication skills
- Accuracy and attention to detail
- The ability to work well under pressure

Shift and training information will be discussed at interview and offer stage.

We are an equal opportunities employer. We welcome applications from all suitably qualified persons

Pay: £7.2 to £7.2 Closing date: 03/02/2017

Hours:

Age: to

Holidays:

Vacancies Number

611877

Claims Adviser [Nights]

How to apply:

To apply please send recent cv to Sian Stephens at recruitment@simplelegalsolutions.co.uk or call 01704 261995 for more information

Vacancies Number

611878

Document Collections Agent

Document Collections Agent

Self Employed

Welcome to the Next Generation of document recovery services. After working with other companies out there it is TIME to join the NEW generation of agents. The ONLY generation of agents.

We are currently recruiting for Self-employed Field Document Collection Agents (Nationwide). If you are looking at making extra cash part time and being your own boss, this is a perfect opportunity for you to become a self-employed Field Document Collection Agent.

We require reliable, committed and customer focused individuals to join our successful team. Successful applicants will be required to undertake pre-appointed visits to customers' homes or place of work to explain/complete legal forms and obtain the necessary signatures and proofs. Accuracy is key therefore applicants will need to be articulate and have a good eye for detail.

Applicants must also be smart, professional, well-spoken with strong attention to detail. Use of a motor car is essential. Must possess a mobile phone capable of taking digital pictures and a PC with broadband internet access. Will also need access to email and a printer. We require agents Nationwide. Location of work will usually be within 30 miles of your home. These positions are on a self-employed, pay per task basis, giving you the control and flexibility of working hours. You must have your own transport and be willing to be flexible, travelling within an approximate 30-mile radius of your home. The applicant will have:

- Good communication skills, polite and courteous at all times
- The ability to work alone
- Organisational skills to plan work loads
- Their own transport (to travel within a 30 mile radius), a home computer with e-mail/broadband connection, laser printer, mobile phone, digital camera
- Competent IT ability and familiarity with the Microsoft Office suite
- Smart appearance while working
- Excellent time keeping
- Valid DBS required
- Experience essential

You will need to have your own vehicle (with relevant business insurance), a full valid driving licence and hold a current criminal certificate upon commencement of employment. Work is allocated by postcode and the volume of work is dictated by the size of the area(s) covered. Volumes are also dictated by the performance of field agents, giving scope to further increase your work load. The role is on a self employed basis depending on the company's requirements for that geographical area.

We are an equal opportunities employer and welcome applications from all suitably qualified persons.

Salary £30 per case and £20 per additional passengers. Telephone interviews to be arranged for an immediate start date.

Required education:

- High school or equivalent

Required licence or certification:

- Driving Licence
- Current DBS

Pay: £0.0 to £0.0

Closing date: 03/02/2017

Hours: Flexible

Age: to

Holidays:

Vacancies Number

611878

Document Collections Agent

How to apply:

To apply please send recent cv to Sian Stephens at recruitment@simplelegalsolutions.co.uk or call 01704 261995 for more information

Vacancies Number

611879

Casual Waiting and Bar Staff

The Isla Gladstone Conservatory is a breath taking venue placed at the heart of the recently restored Stanley Park. Converted with much care, the Victorian glasshouse nestles amidst picturesque rose gardens, glistening lakes and historic sandstone pavilions.

Adjacent to a fairy-tale bandstand, The Isla Gladstone Conservatory truly is a place of wonder and charm. Whilst there, you can't help but feel as though you have been transported to another time and place. The sun-flooded interior breathes warmth and drama into any occasion, and the well-groomed grounds change with the turning of the seasons. Winter, spring, summer or autumn, midday through to midnight.

We are currently seeking a number of casual waiting and bar staff to join our team to work at various events including weddings, functions and corporate meetings. Duties will include serving tables, bar work and keeping all areas clean and tidy. Candidates must be reliable, well presented, able to work in a busy environment and able to deliver excellent customer service. The opportunity for year round work is available for the right people.

Experience not always necessary but a passion to work in hospitality is essential.

National Minimum Wage depending on age

Casual contract

Pay: £0.0 to £0.0

Closing date: 31/01/2017

Hours: Zero hours contract

Age: to

Holidays:

How to apply:

Please email a CV and covering letter confirming the job title and reference 611879NR in the subject header to liverpoolinwork@liverpool.gov.uk

Vacancies Number

611880

Kitchen Porter

The Isla Gladstone Conservatory is a breath taking venue placed at the heart of the recently restored Stanley Park. Converted with much care, the Victorian glasshouse nestles amidst picturesque rose gardens, glistening lakes and historic sandstone pavilions. Adjacent to a fairy-tale bandstand, The Isla Gladstone Conservatory truly is a place of wonder and charm. Whilst there, you can't help but feel as though you have been transported to another time and place. The sun-flooded interior breathes warmth and drama into any occasion, and the well-groomed grounds change with the turning of the seasons. Winter, spring, summer or autumn, midday through to midnight.

We have a position available in the kitchen to assist with food preparation, placing and receiving orders and keeping the kitchen clean and tidy. Experience is preferred but not essential but you will need to be able to work in a busy environment and to work to our cleanliness and hygiene requirements.

30 Hours a week

National Minimum Wage depending on age.

Pay: £0.0 to £0.0

Closing date:

31/01/2017

Hours: 30 hours per week

Age: to

Holidays:

How to apply:

Please email a CV and covering letter to liverpoolinwork@liverpool.gov.uk quoting the job title and 611880NR in the subject header.

Vacancies Number

611881

Social Media Executive

Key Aims of the Role:

The Social Media Executive will be required to manage all social media channels and campaigns to sustain an engaging audience and to increase following. Researches and analyses social media trends, including social media ad revenue and web visitor data, to improve social media presence.

Duties and Responsibilities:

- Oversee all company social media accounts including Twitter, Facebook, Instagram, LinkedIn and Google.
- Ensuring all publications on any social media platform are in line with the company's brand.
- Develop engaging, creative, innovative content for regularly scheduled posts and newsletters.
- Analyse social media presence for the company and action plan on how to improve and sustain it.
- Build and execute a social media strategy and ensure the work completed is in line with the strategy.
- Generate and share content daily that builds meaningful connections.
- Setting up and optimising company pages within each social media platform.

We are looking for someone who has:

- Excellent oral and written communication skills.
- Excellent attention to detail and is analytically minded.
- Knowledge and experience of using Twitter, Facebook, Instagram, LinkedIn and Google.
- Excellent IT skills.
- Strong organisational skills who is able to manage and prioritise workload.
- Interest in working in a fast paced, professional environment.

This role is subsidized by the Access to Work programme, which is funded by the European Social Fund. This vacancy is only open to residents who live in the boundaries of Liverpool City Region, who are aged 16-29 and who are unemployed, not in work, training or education. You will be asked to prove your eligibility for the role by proving that you are unemployed, your age and address.

Pay: £0.0 to £0.0 Closing date: 17/01/2017

Hours: 35 hours

Age: 16 to 29

Holidays:

Vacancies Number

611881

Social Media Executive

How to apply:

For an application form, email liverpoolinwork@liverpool.gov.uk quoting reference 611881RG

Vacancies Number

611882

General Construction Operative

Key Aims of the Role: Environmental Cleaning & Waste Removal from Empty Homes with an opportunity to develop general construction activity to fulfil a comprehensive GCO role.

To complete on the job training and receive support to enable the post holder to carry out all types of

- Primarily - Environmental Cleaning & Waste Removal Work
- And associated construction activity as applicable, Patch Plastering, Painting / Decorating Work etc.

Both internally and externally, including remedial works in order to complete projects to the customer or client satisfaction as directed by your line manager or other nominated designate.

Undertake associated duties or tasks that complement the core activity in order to contribute to HMS's 'one job one visit' objective.

Duties and Responsibilities:

The role is specifically designed to afford effective and efficient support to the construction activity of HMS and as appropriate carry out all types of General Construction activity both internally and externally commensurate with the role.

1. Learn to utilise any communication or IT equipment to facilitate the job role. E.g. receiving instructions, completing works orders, general communications and ordering materials.
2. Become conversant with the use of all necessary tools plant and equipment associated with the post and duties undertaken.
3. Manage materials effectively with regards to minimising waste, choice of specification and logistics.
3. Undertake individual or corporate training and development in association with your role and duties.
4. Ensure the observance of all statutory and local safety precautions and report immediately any accidents or breaches of safety procedures.
5. Carry out other appropriate duties as required which your line manager may from time to time determine.

We are looking for someone who has:

Enthusiasm, get up and go and a willingness to learn. Wanting to make a difference for themselves and in the role they play.

Self-motivated and a desire to achieve their personal goals and that set of the role above.

This is a full time role with a training allowance equivalent to National Minimum Wage (appropriate to age).

Closing date: **Friday 20th January 2017**

This role is subsidized by the Access to Work programme, which is funded by the European Social Fund. This vacancy is only open to residents who live in the boundaries of Liverpool City Region, who are aged 16-29 and who are unemployed, not in work, training or education. You will be asked to prove your eligibility for the role by proving that you are unemployed, your age and address.

Vacancies Number

611882

General Construction Operative

Pay: £0.0 to £0.0 Closing date: 20/01/2017

Hours: 35 hours

Age: 16 to 29

Holidays:

How to apply:

For an application form, email liverpoolinworks@liverpool.gov.uk quoting reference 611882RG

Vacancies Number

611883

Inclusion Worker x 2

Inclusion Worker x2

Details

Position: 2 x Inclusion Worker (Peer Groups and Bridge Building)

Job Reference: 16/35

Based in Knowsley

Term: 12 months to 31st January 2018

Full Time: 37.5 hpw

Salary: £18,023.86

To provide support to people who use mental health services and who attend the Knowsley Social Inclusion Service, both in the group settings we provide, as well as 1:1 support with accessing community based activities and opportunities.

You will manage a caseload of individuals wanting to lead a full and active life in community settings of their choice.

To support groups to run themselves, as well as take an active part in promoting and running groups.

Ability to deliver sessions for art, music and/or photography would be an advantage.

Closing date for applications: 12 noon, 18th January 2017

Interviews are currently scheduled to take place 25th January 2017 in Liverpool, however this date is subject to potential change.

Imagine Independence aims to be an equal opportunities employer and welcomes applicants from all sections of the community

Pay: £18.0 to £18.0

Closing date: 18/01/2017

Hours: 37.5 hours per week

Age: to

Holidays:

Vacancies Number

611883

Inclusion Worker x 2

How to apply:

For further details and to download an application form and job description, please visit our website: www.imagineindependence.org.uk

Completed application forms are to be returned by no later than the closing date/time either by email to ewindle@imaginentalhealth.org.uk or post. Please note that we shortlist from received application forms only, we do not accept CVs.

Our benefits include contributory company pension scheme, generous holiday allowance and career development opportunities.

Vacancies Number

611884

Sandwich Maker (Nights)

A bakery based in Aintree are looking to recruit a sandwich maker to join their team. This is a well established and reputable small business who have exciting plans for expansion.

You will be making up sandwiches according to the company's high quality standards. Please note that there is no cooking involved with the role.

The successful candidate will have relevant catering experience and will hold a current food hygiene certificate.

This is an urgent role so early applications will be welcomed. Please note that hours will start between 3 a.m. and 4 a.m until 7-8 a.m. Monday to Friday. You must be able to get to the unit in Aintree at this time of the night so own transport would be an advantage.

Salary- Depending on experience

Pay: £0.0 to £0.0

Closing date:

19/01/2017

Hours: 20-25 hours per week

Age: to

Holidays:

How to apply:

Please email a CV and covering letter to liverpoolinwork@liverpool.gov.uk quoting ref 611884NR in the subject header.

Vacancies Number

611885

Cleaners

CLEANERS REQUIRED

Requirements

Professional 5* cleaning company with an outstanding reputation, requires cleaners preferably with at least 1 years' experience, however training can be given for the right candidate.

It is essential for you to have your own transport, as due to rapid growth of the company we require owner drivers for the Liverpool postcodes.

Regular rounds are building up fast, and this is more than just a cleaning position.

Our staff are placed in a position of trust in domestic dwellings, and commercial enterprises. You must be able to build up a rapport, and develop an excellent working relationship with your customers, and you will be the first port of call representing the company, and its professional values we which operate by.

Candidates must be prepared to undertake physical work at times, for example when undertaking deeper cleans. This requires you to be physically fit to be able to undertake the duties of the position. Our Health & Safety compliance statement, must be complied with at all times.

Candidates who join us now, and prove themselves to be committed and conscientious will be rewarded with the offer of advancement to supervisory positions, and will be responsible for managing a team.

Uniform and equipment will be supplied.?

Hours

Right now we have flexible working hours, however upon successful completion of a probationary period of 3 Months, candidates will qualify for regular contracted hours of between 20-40 hours per week. ?

DBS and additional requirements

All candidates must be willing to complete a DBS check as soon as possible, as candidates will be responsible for working alone, or in teams, inside customer properties and commercial enterprises. ?

Candidates must be eligible to work legally in the United Kingdom, and must speak and write good fluent English. Life in the UK test certificate to be supplied for English speaking UK migrants.

Vacancies Number

611885

Cleaners

References will be required upon request. One of those will be required from a previous employer.?

Rate depends on experience from £7.20 to £9.00 p/h

Pay: £7.2 to £9.0 Closing date: 28/02/2017

Hours: 20-40 hrs per week but also have flexible hours available

Age: to

Holidays:

How to apply:

If you would like to apply for this position, please email a letter of application, and a CV to Cathy Clements at liverpoolinwork@liverpool.gov.uk Please quote reference number 611885 in the subject header. Please note, drivers are required for this position due to the nature of the work.

Vacancies Number

611886

Cleaners

CLEANERS REQUIRED

Requirements

Professional 5* cleaning company with an outstanding reputation, requires cleaners preferably with at least 1 years' experience, however training can be given for the right candidate.

It is essential for you to have your own transport, as due to rapid growth of the company we require owner drivers for the Manchester postcodes.

Regular rounds are building up fast, and this is more than just a cleaning position.

Our staff are placed in a position of trust in domestic dwellings, and commercial enterprises. You must be able to build up a rapport, and develop an excellent working relationship with your customers, and you will be the first port of call representing the company, and its professional values we which operate by.

Candidates must be prepared to undertake physical work at times, for example when undertaking deeper cleans. This requires you to be physically fit to be able to undertake the duties of the position. Our Health & Safety compliance statement, must be complied with at all times.

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Vacancies Number

611886

Cleaners

References will be required upon request. One of those will be required from a previous employer.?

Rate depends on experience from £7.20 to £9.00 p/h

Pay: £7.2 to £9.0 Closing date: 28/02/2017

Hours: 20-40 hrs per week but also have flexible hours available

Age: to

Holidays:

How to apply:

If you would like to apply for this position, please email a letter of application, and a CV to Cathy Clements at liverpoolinwork@liverpool.gov.uk Please quote reference number 611886 in the subject header. Please note, drivers are required for this position due to the nature of the work.

Vacancies Number

611896

Conference Team Member

Job Focus – To support the Conference department by providing outstanding customer service through organisation, set up and delivery of all conference and banqueting events within the hotel.

Overview of the Role – The successful candidate will be involved in conferences and should be highly organised and pro active. As part of the job role, the successful candidate will be expected to move heavy equipment such as dance floors and stage equipment on a regular basis. Candidates must be prepared to work all shift patterns, including weekends, therefore flexibility is essential.

Essential Skills & Knowledge –

Customer Focus – Has a good understanding of the internal and external customer and works to ensure that customer expectations are always met.

Takes Ownership – The role requires a person who accepts responsibility, is punctual and hardworking, dedicated, reliable and trustworthy.

Teamworking – Working as part of a small team, the role holder must be able to work co-operatively and supportively with others in order to achieve team goals.

Personal Organisation – The role-holder will be able to plan their day-to-day activities to ensure work is produced to required standards on time. Good time management and precise methods of working will be natural.

Pay: £0.0 to £0.0

Closing date: 23/01/2017

Hours: 24 hours per week

Age: to

Holidays:

How to apply:

To apply for this position, please send CV and covering email to recruitment@hilverpool.com by 24th January 2017.

Vacancies Number

611887

Support Workers

OPTIONS REQUIRE SUPPORT WORKERS

SUPPORT WORKERS

SUPPORTED LIVING & OUTREACH SUPPORT

£7.20 - £7.55 per hour | Wirral | Liverpool | Sefton

We're looking for people to provide effective support to adults and children across Merseyside. You will be part of a dedicated staff team supporting people to live their lives to the full, both in their own home and out in the community.

You'll share our values and be committed to ensuring that people with learning disabilities are valued and enabled to take control of their own lives. You'll also have the passion to champion this ethos when the going gets tough. Naturally, you'll be hard-working, motivated, flexible and proactive. Most of all, you're someone who gets things done with patience and good humour.

We recognise that our staff are the reason for our success, so we offer a range of benefits including 28 days holiday plus additional request days off; contributory pension; childcare vouchers; cycle to work scheme; O2 discounts. We also invest in your development, offering up to ten days training per year, including accredited qualifications.

To apply, please visit our website: www.Options-Empowers.org
If you would like to speak with us, please call our Reception Team on 0151 236 0855.

Pay: £7.2 to £7.6 **Closing date:** 31/01/2017

Hours: Full & Part Time

Age: to

Holidays: tba

Vacancies Number

611887

Support Workers

How to apply:

How to apply

To apply for this role, please visit our website www.Options-Empowers.org to download an application form or contact us directly on 0151 236 0855.

Vacancies Number

611888

Learning Coach/Support x 2

Learning Coach/Support Personal Care Worker x 2

Job Purpose

The post holder is responsible for supporting students during education/vocational learning sessions and work placements and for providing on course assistance/support to tutors during sessions. You will also be responsible for some personal care needs including feeding, use of toilet, changing, hoist, etc.

Main Duties and Responsibilities

Support students during learning sessions/activities and provide assistance to tutors in the delivery of learning opportunities

Undertake break and lunchtime supervision as required

To develop a flexible working practice in order to achieve students' identified and agreed learning objectives

To provide personal care if required, to facilitate learning

Liaise with relevant staff across the organisation and relevant external agencies contributing to the student's individual action plan and agreed learning/work goals

Take an active role in the student review process supporting the student, tutor and student's representative, contributing to the learning process

Responsible for undertaking job task analysis whilst supporting students on work placement and work with students to ensure they can proficiently undertake each element of the job

Undertake administrative duties, maintain records, monitor and review work in compliance with Greenbank's quality standards

Report to the Line Manager any issues relating to student progress or additional support requirements

To comply with and implement all Greenbank's policies and procedures and any other legislative requirements

Required to work as part of a team, sharing resource development and promoting good practice; attend team and staff meetings as required

Required to undergo training recommended by the line manager

Required to carry out other duties as assigned by Greenbank's senior management team

This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisations objectives, as determined by the Manager.

This job description may be reviewed when necessary in line with the development of the organisation.

Greenbank is an Equal Opportunities employer and applications are particularly welcome from disabled people.

Pay: £16772.0 to £17891.0

Closing date:

17/01/2017

Hours: 28 hours per week - term time only

Age: to

Holidays:

Vacancies Number

611888

Learning Coach/Support x 2

How to apply:

Applicants to go to

<https://www.greenbank.org.uk/about-greenbank/job-vacancies/learning-coachsupportpersonal-care-worker-2/>

Vacancies Number

611889

Development Officer

Development Officer

Can you help us deliver on our promise to deliver new homes across Merseyside?

Are you up for the challenge of working on a wide range of new development projects?

Do you have what it takes to manage build programmes from inception through to handover to our customers?

If so we want to hear from you.

Liverpool Mutual Homes (LMH) is a North West Housing Association based in Merseyside managing over 15,000 homes. Nearly £400 million has been spent on improving homes and services over the last 5 years, and over the next 30 years almost £900 million will be spent on maintaining services and homes.

LMH are currently looking for a Development Officer on a 12 month fixed term basis to be predominantly based in our Liverpool City Centre office but travel across Merseyside will be required on a regular basis.

Liverpool Mutual Homes (LMH) has an ambitious target to deliver over 1000 new homes over the coming years.

These homes will span a range of tenures, geographies and build types and we are keen to appoint an exceptional individual with the drive to take on the challenge ahead.

We are looking for an experienced Development Officer/Project Manager to identify, appraise and work up new development opportunities and project manage development schemes from inception through to completion.

Can you:

- Identify and negotiate new opportunities?
- Appraise scheme viabilities?
- Build and lead design and contractor teams?
- Navigate the HCA's Investment Management System?
- Advise on specialist housing and emerging tenure types?
- if so we would love to hear from you.

Pay: £32094.0 to £35660.0

Closing date:

23/01/2017

Hours: 37 hours per week

Age: to

Holidays:

Vacancies Number

611889

Development Officer

How to apply:

Applicant to go to website.

<https://jobs.liverpoolmutualhomes.org/VacancyDetails.aspx?VacancyID=167>

Vacancies Number

611891

Procurement Officer

Procurement Officer

Details

Liverpool Mutual Homes (LMH) are seeking a Procurement Officer to support the rapidly growing cross procurement plan across the Group. The position is for a period of 12 months to cover the internal secondment of the current post holder. The role will involve developing innovative solutions to help project managers support our value for money agenda. The role will also provide procurement guidance to colleagues with specific regard to the organisation's exciting Assets Team who focus primarily on high value/high risk capital projects, to deliver value for money, and reduce both commercial and sustainability risks. The candidate will be expected to provide commercial advice and lead the procurement activity for the delivery of high profile projects.

Reporting to the Procurement Manager, and receiving professional support and guidance from the LMH's Procurement Team, this is a key post where you will need to build excellent client relationships and use sound analytical skills to support decision making and successfully contribute to the achievement of our efficiency targets.

It would be advantageous for candidates to be qualified to Level 5 MCIPS, however applications will be accepted from those studying towards Level 5. Excellent interpersonal skills, the ability to persuade, and an analytical mind are all essential, with a drive for Value for Money and knowledge of EC Procurement Directives would be an advantage. Knowledge of JCT and working with a DLO would be an advantage

Pay: £29835.0 to £33151.0

Closing date:

19/01/2017

Hours: 37 hours per week

Age: to

Holidays:

How to apply:

Applicants to go to website.

<https://jobs.liverpoolmutualhomes.org/VacancyDetails.aspx?VacancyID=165>

Vacancies Number

611893

Cleaning Assistant

Parks Options are looking to appoint a Cleaning Assistant for their Job Bank site.

The candidate must have:

Experience in a cleaning role
Be a flexible member of a small team
An awareness of hazardous substances

This position is subject to enhanced CRB disclosure.

For further information/application form please contact Laura Jones on:
0151 300 8420 or Email: laura.jones@parksoptions.co.uk

The closing date for this position is Friday 20th January 2017.

Pay: £5.6 to £7.2 Closing date: 20/01/2017

Hours: 15 per week, 3 hours per day 3pm - 6pm (Mon - Fri)

Age: to

Holidays:

How to apply:

For further information/application form please contact Laura Jones on:
0151 300 8420 or Email: laura.jones@parksoptions.co.uk

The closing date for this position is Friday 20th January 2017.

Vacancies Number

611894

Chef

The Brink is an 80 covers café bar and entertainment venue attracting shoppers and workers from Liverpool city centre during the day and transforming in the evening into a vibrant music and entertainment venue.

The Brink was set up to support those in recovery from drug and alcohol addiction and is a safe place where the recovery community can meet. It does not sell alcohol and has a team of support workers providing services at the venue.

But the Brink does not isolate those in recovery from addiction from the rest of society - positively the opposite. The Brink provides a welcoming, creative and intelligent space where people from all backgrounds and walks of life can dine, hang out, socialise and relax.

The role

As a chef you will prepare meals to order as well as catering for larger events or buffets. Our menu is focused on healthy and fresh produce and we have excellent standards to maintain.

You will work well under pressure and have experience working as part of a team. There will be the opportunity to have an input to menu design and come up with ideas for specials.

About you

You will have experience working in a similar restaurant or venue with knowledge of food costs, stock rotation and food safety certification. You must be able to cope well under pressure as this can be a high volume operation working with fresh produce. You will have attention to detail and expect high standards of service from yourself. Ideally you will have a catering qualification at level 3 or equivalent.

It's not essential for you to have in-depth knowledge about the recovery community or addiction, but you should be in tune with the ethos and rationale of the Brink. Your values will align with ours – integrity collaborative-working and accountability – and an empathy and understanding towards those with an addiction or in recovery from addiction.

If you'd like to chat about the job then feel to pop along to the Brink and speak to one of the team.

The Brink is an equal opportunities employer and welcomes applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Pay: £7.3 to £7.3 Closing date: 20/01/2017

Hours: 32 hours a week (or we would consider a job share of 16 hours each)

Age: to

Holidays:

Vacancies Number

611894

Chef

How to apply:

How to apply

If you are interested in applying then please submit a CV along with a covering letter/email explaining why you are interested in the role and why we should pick you. Email your CV letter/email to human.resources@actiononaddiction.org.uk

Vacancies Number

611895

Business Development Manager

Business Development Manager

40 hours Monday-Friday (evenings and weekends may be required subject to the business needs)

Fixed Term until June 2018

Role Overview

To establish The Florrie as an accredited learning and training organisation and secure training contracts that will deliver new services and contribute to the long term sustainability of the Florrie.

Our vision through Power To Change funding is to develop a training facility that will generate surplus income through the development of our existing café and catering facilities that will support other youth and community programmes throughout the Florrie . You will be responsible for delivering specific outputs and outcomes, creating training places and other learning opportunities.

Main Responsibilities

1. Support the Florrie to move from grant dependency to secure annual sources of income generation through the delivery of education and training programmes
2. Maximise the commercial opportunities of the Florrie, specifically income that can be generated through our café and kitchen facilities.
3. Deliver the specific outputs as outlined in the funding agreement with PtC
4. Create up to 70 learning places per year and recruit learners on to the courses
5. Overall responsibility of helping young people achieve accredited qualifications and learn work skills through links with employers, matching young people with job opportunities
6. Create new volunteering opportunities at the Florrie
7. Develop new partnering opportunities for new activities and services that benefit the wider L8 community
8. Establish new working relationships and contracts with training providers
9. Manage the sub contract with our training provider through this programme
10. Further support the Florries commercial income through new tenancies and rental space
11. Further support the Florries commercial income through securing contracts for outside agencies to use our facilities for conferences, room hires etc.
12. To manage the budget for the programme and maintain accurate records of all income and expenditure in accordance with the Florries Financial Regulations.
13. Recruit and line manage sessional tutors
14. Publicise and Market the programme
15. Monitor and evaluate the impact and effectiveness of the project.
16. To provide written and verbal reports to the Florrie CEO, Trustees, funding agencies and other key partners.

Vacancies Number

611895

Business Development Manager

17. Contribute as part of a team to the wider objectives and business plan of the Florence Institute Trust
18. To ensure that all aspects of the programme are delivered in a way that promotes equal opportunities for individuals across all sectors of the community.
19. To carry out other reasonable duties as required.
20. A valid, full and clean UK driving licence, and access to a vehicle which can be used for work purposes is an essential criteria for this position.

NB: This job description identifies key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. The Florence Institute Limited reserves the right to amend the job description as the role develops with the organisation

Essential

Experience and proven track record of working with training providers and employers

Experience of monitoring and reporting on output/outcomes to funding bodies

Experience and proven track record of working with people who are not in education, employment or training

The ability to work as part of a team

An understanding of the issues and barriers faced by the local community in accessing employment and training opportunities

Possesses a valid, full and clean UK driving licence, and access to a vehicle which can be used for work purposes

Positive attitude and lots of initiative

Proven attention to detail and ability to work under pressure/to short deadlines

? Adaptability, willingness to 'get stuck in' as required

Desirable

A knowledge and understanding of working within the commercial sector

Experience of managing volunteers

An understanding of working within a third sector business environment

Marketing experience

Experience of budget management

Vacancies Number

611895

Business Development Manager

| | |
|----------------------------------|---------------------------------|
| Pay: £30000.0 to £30000.0 | Closing date: 20/01/2017 |
| Hours: 40 hours | |
| Age: to | |
| Holidays: | |

How to apply:

All applicants must send a CV and no more than 2 A4 pages explaining why you would be the ideal candidate for the vacancy to our Finance and Admin Manager Beverley Forde.

Email address: bev@theflorrie.org

Postal address:
The Florence Institute
377 Mill Street
Liverpool
L8 4RF

Vacancies Number

611897

Maintenance Engineer

Job Focus – This is a hands-on role covering all aspects of the day to day maintenance in a busy 135 bedroom hotel

Overview of the Role

Although a technical qualification is not essential, a good understanding of building services is required as is a solid experience in a maintenance role. On the job experience in one or more building trades including plumbing, electrical carpentry, painting/decorating or general building maintenance is desirable. The role offers training and development to improve overall technical skills and knowledge. Health & safety and the ability to conduct first level fault-finding are other desirable skills.

The responsibilities of the role are wide and include daily ground works, planned maintenance tasks, defect repair and H&S checks, good planning and organisational skills are therefore required. As the position involves working predominantly in guest areas, candidates must be smart, polite and respectful.

Essential Skills & Knowledge – Proven experience in a similar role – including restaurant, Volume events such as banqueting and corporate dinners. Practical knowledge of HI Brand standards are an advantage as is good people management skills with an established and successful team.

· **Customer Focus** – Has a good understanding of the internal and external customer and works to ensure customer expectations are always met.

· **Takes Ownership** – The role requires a person who accepts responsibility, is punctual and has a dedicated, reliable and trustworthy.

· **Team working** – Working as part of a small team, the role holder must be able to work co-operatively with others in order to achieve team goals, but also have ability to work on own initiative.

· **Personal Organisation** – The role-holder will be able to plan their day to day activities to ensure work is produced to required standards on time. Good time management and precise methods of working will be a natural.

Salary- depending on experience

Pay: £0.0 to £0.0 Closing date: 24/01/2017

Hours: 40 hours

Age: to

Holidays:

Vacancies Number

611897

Maintenance Engineer

How to apply:

To apply for this position, please send CV and covering email to recruitment@exliverpool.com by 24th January 2017.

Vacancies Number

611900

Chefs of all levels

Hudson House Seafood & Bar will soon be opening in Beetham Plaza and we are looking for talented people to become part of our new team. We are a high-end seafood restaurant just off Castle Street Liverpool, with large outdoor space overlooking the Liver Building. We are very excited to have an award winning Head Chef on board. Complimenting this, we have a wine, cocktail and champagne bar which offers that city cosmopolitan vibe to the restaurant, which then leads out onto an undercover outdoor frontal and rear gardens!

Essential Criteria

Must have proven experience working within a quality establishment using all fresh ingredients

Experienced within a fast paced kitchen

Organised and excellent team player

Passionate and committed

Willing to develop under the direction of our award winning Head Chef

We are looking to start successful candidates within 2 weeks so early applications are welcomed

Full time hours

Salary- depending on experience

Pay: £0.0 to £0.0 Closing date: 23/01/2017

Hours: Full time- must be able to cover various shifts

Age: to

Holidays:

How to apply:

Please email a CV and full covering letter quoting what level of chef post you are interested in to liverpoolinwork@liverpool.gov.uk quoting ref 611900NR in the subject header.

Vacancies Number

611908

Personal Assistant (Carer)

Gentleman in the North Liverpool Area - Croxteth looking to recruit a PA for x8 hours a week (flexible hours)
£7.20 per hour (weekdays) £7.45 Weekends.

Looking to recruit a Personal Assistant for x8 flexible hours to assist with hospital/GP appointments and going out
socialising. He enjoys going to the cinema, and days out.

Pay: £7.2 to £7.5

Closing date: 02/02/2017

Hours: 8 hours per week

Age: 18 to

Holidays:

How to apply:

email a CV to liverpoolinwork@liverpool.gov.uk quoting reference 611908RG

Vacancies Number

611898

Lead Early Years Practitioner (Ainsdale)

First Steps is looking for a dynamic, motivated early years professional to lead the setting's childcare sessions. First Steps Children's Centre have been successfully running a 2-year old early years provision for over a year in the mornings at the centre's Kings Meadow site, and is looking to expand this to afternoon provision.

The aim of the post is to lead childcare sessions in the two-year-old offer setting, delivering high quality early years care in line with the Early Years Foundation Stage, promoting child interaction and the development of the child.

The position is predominately based in First Steps Children's Centre at the Kings Meadow School site. It is over five afternoons per week. Some flexibility will be required. A level 3 qualification or equivalent in childcare/early years is essential, as is at least one year's post-qualification experience working with children. An enhanced DBS will be undertaken. The post at present is fixed-term from 20th February 2017 to August 2017, and is term-time only. **Please match your skills and experience to the person specification on your application form. We cannot stress this strongly enough.** CVs are **not** accepted. Closing date: **12 noon, Monday 23rd January 2017.** Interviews likely during late January/early February 2017.

Pay: £0.0 to £0.0 Closing date: 20/01/2017

Hours: 20 hours per week / term-time only contract to 1st September 2015 to 31st August 2016.
The post at present is fixed-term from 20th Part time. February 2017 to August 2017, and is term-time only.

Age: to

Holidays:

How to apply:

Apply online <http://firststepsenterprise.co.uk/lead-early-years-practitioner-required-ainsdale-southport/>

Vacancies Number

611899

Short Breaks Support Worker

Short Breaks Support Worker

Details

Liverpool City Council is looking to recruit qualified Short Breaks Support Workers. The successful applicants will be required to direct and support disabled children and young people to access universal services within their own communities.

You will be required to offer a high quality support service aimed at supporting disabled children and young people to access universal services, and targeted and specialist support, within the Short Breaks Menu. To lead group activities, and plan risk assessments.

This post is predominantly weekend work with the opportunity of additional hours evenings and school holidays.

The post is 10 Hours per week and the successful applicant(s) will require an Enhanced DBS.

Knowledge and skills

Evidence of good general educational achievement.

Evidence of current and continuous professional development.

Experience of working with children with SEN, and their families.

NVQ level in Childcare and Education, NND, Health & Social Care or equivalent.

Direct experience of providing support for Children and their families.

Experience of Microsoft Office (including Word and Excel).

Liverpool City Council is an equal opportunities employer and service provider.

Closing date: 16th January 2017.

Pay: £16772.0 to £19238.0

Closing date:

16/01/2017

Hours: 10 hours per week

Age: to

Holidays:

How to apply:

For job details go to <http://lccjobs.liverpool.gov.uk> or telephone 0151 233 3003. Please quote reference LCC01149 in all enquiries.

Vacancies Number

611901

Care Supervisor

CASA Liverpool is part of Care and Share Associates Ltd, one of the UK's largest employee-owned businesses and a provider of high quality homecare and support within local communities from its seven branches located in Newcastle, North Tyneside, Leeds, Doncaster, Manchester, Warrington, Knowsley and Liverpool.

As a result of winning a Tier 1 homecare contract with Liverpool City Council we are currently looking for a talented, experienced and enthusiastic Care Supervisor to join our newly established Liverpool team.

The Role

Care Supervisors are responsible for the day-to-day supervision of a team of Care Support Workers within a specific target area. Reporting to the Care Co-ordinator, Supervisors establish firm, supportive relationships with care staff and carry out a range of duties that include: supporting new care workers through the induction process, monitoring the quality of care delivered to service users, attending reviews as part of a multi-disciplinary team, and handling performance issues with care staff.

Your Skills and Knowledge

The post-holder will possess a good track record of working in the care sector, ideally as a Support Worker, and will have a demonstrable capacity to manage/supervise staff.

You could join a company that values you and what you have to offer. In return, you could enjoy:

- 5.6 weeks fully paid holidays and enhanced rates for Bank Holidays
- Free DBS check
- Training, support and career development
- Employee rewards system
- Quarterly* and annual profit share bonus* (*conditions apply)
- Free company shares (subject to qualifying criteria)
- Credit Union Facility

SA CASA is an Equal Opportunities employer and welcomes interest from people of all ages and backgrounds to join our Liverpool Homecare Support Teams.

Pay: £16575.0 to £16575.0 Closing date: 19/01/2017

Hours: Full Time-On call rota at weekends

Age: to

Holidays:

Vacancies Number

611901

Care Supervisor

How to apply:

How to Apply

Send an email to recruitment@casaltd.com with your contact telephone number

OR Call the CASA Recruitment Hotline on 0330 355 155

OR Go to the CASA Website at www.casaltd.com

Vacancies Number

611902

Homecare Support Worker

LIVERPOOL – West Derby, Childwall, Belle Vale, Speke

Do you want to make a difference to the lives of vulnerable adults? Do you want to work for a company where the voice of every employee is heard? Can you demonstrate compassion and empathy, either through previous roles in social care or in other roles?

If your answer is 'Yes' then we have just the role for you.

The Company

Care and Share Associates is one of the UK's largest employee-owned businesses and a provider of high quality homecare and support within local communities from its seven branches located in Newcastle, North Tyneside, Leeds, Doncaster, Manchester, Warrington, Knowsley and Liverpool.

The Role

As a Homecare Support Worker you will provide personalised support to our clients in their own homes, with the aim of helping them to live an independent and fulfilling life. This is an incredibly varied and fulfilling role involving the provision of personal care to our clients, supporting them to undertake domestic tasks, administering medication, and providing respite for family members.

What You Need

- A caring and passionate nature with commitment to providing a high standard of care
- The ability and confidence to work unsupervised
- Excellent communication skills and a friendly, outgoing personality
- Willingness to work flexibly including evenings, weekends and bank holidays
- Previous experience in care, whilst preferred, is not essential as full training will be provided

You could join a company that values you and what you have to offer. In return, you could enjoy:

- Regular Cash Bonuses* & Free Shares* (*qualifying conditions apply)
- 5.6 weeks fully paid holidays (including Bank Holidays)
- Career development, qualifications and progression
- Enhanced rates for Bank Holidays worked
- Paid training and free DBS checks
- Employee Advantages Scheme

We are looking for people with a compassionate outlook and a commitment to high standards of care. Experience is desirable but not essential, as full training is given.

Vacancies Number

611902

Homecare Support Worker

Pay: £7.2 to £7.2 Closing date: 31/01/2017

Hours: Hours worked would be from 7am - 2pm and 4pm - 10pm.

Age: to

Holidays:

How to apply:

How to Apply

Send an email to recruitment@casaltd.com with your contact telephone number

OR Call the CASA Recruitment Hotline on 0330 355 155

OR Go to the CASA Website at www.casaltd.com

Vacancies Number

611903

Social Care Pre Employment Training Session

Are you 19+ and unemployed? Do you want a career in social care?

Then we have the course for you!

Interested? Then you are welcome to come to an information session on:

Wednesday 1st February 2017 9.30am-12.30pm

Venue: Newsham Adult Learning Centre, 83 Newsham Drive, Tuebrook, L6 7UH

You will have the opportunity to find out all about the training and ask any questions.

If you would like to work in the Care sector, we are arranging a pre employment training course for individuals looking for a career in the Health and Social Care Sector

Please note; clients need to be 19 and above, be unemployed, and in receipt of any of the following benefits to gain a place on this course; Job Seekers Allowance, ESA (Wrag), Universal Credit, or Income Support. If you are on any benefit other than those listed, we can discuss this with you.

Clients must also have a NI number and be eligible to work in the UK

If you meet the above criteria, and would like to apply for a place on this excellent training programme, please email your name and contact details to liverpoolinwork@liverpool.gov.uk. quoting ref number 611903CC in the email subject header box, and stating Social Care Routeway, or alternatively, you can ring Cathy Clements on 233 5452 for details about the training.

Pay: £0.0 to £0.0

Closing date: 01/02/2017

Hours:

Age: to

Holidays:

How to apply:

If you meet all of the above criteria, and would like to book a session/apply for a place on this excellent training programme, please email your name and contact details to liverpoolinwork@liverpool.gov.uk. quoting ref number 611903CC in the email subject header box, and stating Social Care Routeway, or alternatively, you can ring Cathy Clements on 0151 233 5452 for details about the training.

Vacancies Number

611904

Domestic Abuse Female Specialist Practitioner

Domestic Abuse Female Specialist Practitioner

Fixed Term until 31/01/19

Ref: DASP/RA1

PSS provides a diverse range of person-centred services, which operate in the North of England, the Midlands and North Wales.

We are looking for an experienced domestic abuse practitioner to work in a team to develop and deliver a domestic abuse service for female victims who present at Aintree University Hospital. You will be delivering a service to all categories of risk, keeping the safety of victims of domestic abuse central to all its processes. You will take an active role in the local domestic violence strategy partnerships

You need to have excellent understanding of domestic abuse and the impact on female victims. You will need a strong knowledge and understanding of domestic abuse work including risk assessment, safety planning, MARAC and safeguarding.

You will be required to motivate and engage staff teams ,develop skills of the workforce in domestic abuse, including identification, risk assessment and support for individuals who are experiencing domestic abuse.

As this post involves travelling, a driving licence and use of own vehicle is essential. IDVA training certificate is essential to the post

This is an exciting opportunity for a highly experienced, energetic and capable person who is committed to working in a values-led organisation. If you're up for the challenge you can find out more by visiting our website and click on "Work with Us".

This post is exempt under schedule 9 part 1 of the Equality Act 2010.

In the event that you are offered the above position, an Enhanced Disclosure will be required.

Closing date for applications: **Friday 10th February 2017**

Interview Date: **Week commencing 20th February 2017**

PSS values the importance of Diversity

Pay: £26334.0 to £26334.0 Closing date: 10/02/2017

Hours: 37 hours

Age: to

Holidays:

Vacancies Number

611904

Domestic Abuse Female Specialist Practitioner

How to apply:

View job details and apply online at www.psspeople.com

Vacancies Number

611905

Social Care Pre Employment TR (Newsham) Feb 201

Social Care Training NCFE L2 Course (Newsham)

This advert is for submission purposes only
START DATE FOR THE COURSE
14TH Feb 2017 at Newsham

Pay: £0.0 to £0.0 Closing date: 14/02/2017

Hours:

Age: to

Holidays:

How to apply:

Vacancies Number

611906

IAG And Placement Officer

IAG And Placement Officer

Job Location

Main place of work Greenbank College, Greenbank Lane, Liverpool. All employees are required to be flexible in their approach and would be expected to work at other community-based sites as and when required. This job may require some evening and weekend work.

- . To work as part of a team to recruit Working Futures participants and meet project targets.
- . To work as part of a team to establish employer contacts across Merseyside and support the placements for Working Futures participants.
- . To ensure placement providers meet health and safety requirements and provide appropriate development opportunities for participants matched to their learning needs.

Main Duties and Responsibilities

- . To work with referral agencies such as Jobcentre Plus to achieve project targets and work with monitoring framework.
- . Forge links with employers offering placement opportunities / vacancies across Merseyside.
- . Maintain a database of local employers and monitor employer trends to inform development of
- . Undertake business development activities to identify suitable vacancies and education routes
- . Secure work experience placements and employment opportunities for a cross section of ESF vocational areas of Administration, Catering, IT and Sport and work related areas as required.
- . Carry out health & safety checks relating to employment providers premises and matched to placements
- . Support ESF participants and liaise with placement providers during placement to ensure success
- . standards.
- . Set up the initial placement agreement and agree review systems with vocational or other staff
- . Liaise with internal colleagues and external partners / parents / carers in the delivery of IAG services
- . Undertake administrative duties, maintain confidential records, monitor, review and evaluate work
- . Comply with all of Greenbank's policies and procedures and other legislative requirements.
- . Comply with all ESF monitoring and other relevant requirements as directed by the Working Futures
- . Work as part of a team, sharing resource development and promoting good practice
- . Attend team and staff meetings as required
- . Undergo training recommended by the line manager
- . Carry out other duties as assigned by Greenbank's senior management team

Pay: £19939.0 to £22434.0 Closing date: 27/01/2017

Hours: 40 hours per week This post is to deliver the Working Futures Programme, funded by the ESF and YEI until 31 August 2018.

Age: to

Holidays:

Vacancies Number

611906

IAG And Placement Officer

How to apply:

Applicants to go to <https://www.greenbank.org.uk/about-greenbank/job-vacancies/working-futures-iag-placement-officer-2/>

Vacancies Number

611907

Team Leader Vacancies x 2

Team Leader Vacancies x 2

Details

L'Arche is an expanding, vibrant community charity which supports people with Learning Disabilities. L'Arche provides high quality, person centred, individually tailored care and support. In a world that values winning and coming first L'Arche Communities are places where people can discover who they are not just what they can do.

We support a wide range of People with Learning Disabilities in their own homes, in our Supported Living Services and provide Day Opportunities and Workshops. Like other support providers we are regulated and inspected to ensure a high quality of provision.

We are looking for Team Leaders who are passionate about working with People with Learning Disabilities, have experience of working with people who can be challenging, people with complex Autism and Mental Health issues.

One role involves the intimate care and support of four ladies in their own homes with learning disabilities. The second role is based in the Day Centre and Outreach teams. We want Team Leaders who will work and live in accordance with the values of L'Arche where each person is valued and encouraged to build relationships with one another and to develop their own potential for growth.

Both roles involve:

- effectively leading and managing the team of Care and Support Workers in accordance with the values and ethos of L'Arche to ensure that the People with Learning disabilities in the Service are supported to an excellent standard.
- enabling people to maximise their independence through the acquisition of new skills and increased social integration.
- supporting individuals in their leisure, social, practical, physical and spiritual needs.
- providing personal care with dignity and respect including supporting people with complex health and physical needs both in daily life and end of life care.
- helping people with physical needs may include some aspects of moving and handling,

The team leader is the first line manager for the care and support workers in their team.

The Team Leader forms part of the Locality Leadership alongside the Locality Manager and the Service Manager.

These are full time care and support roles which includes time off rota for administration. The amount of administration time will vary depending on the needs of the service

For further details please see the application pack

What we offer:

All applicants must be prepared to work on a rota basis

Hours will include weekends, evenings, bank holidays, waking nights and sleep-ins.

25 days paid holidays (including bank holidays) given in the first year, rising to 33 days in the second year

Excellent Training and Induction given on commencement in post.

Vacancies Number

611907

Team Leader Vacancies x 2

QCF Level 3 is desirable or should be achieved within 18mths on appointment.

Although grounded in the Christian tradition, L'Arche Communities welcome people of all faiths and none: our vision is a world where all belong.

Pay: £8.3 to £8.3 Closing date: 06/02/2017

Hours: Full Time Permanent Contracts

Age: to

Holidays:

How to apply:

If you feel you have the passion and drive to join our team please email: liverpoolrecruitment@larche.org.uk today to become one of our Team Leaders.

Completed applications should be received no later than 06/02/17 at 09:00

Interviews including a visit will be held week commencing 13/02/17

Vacancies Number

611909

Administration Assistant

Job description: Responsible for assisting with the Administration function of Holloway Cook Associates Ltd.

Duties & Responsibilities:

Financial Administration:

Purchase Ordering and input information into SAGE

Sign off delivery notes

Input new customer and supplier details into SAGE

Contract Administration:

Manage and maintain our 'company accreditations' i.e. Constructionline, CHAS, NFRC etc

Order materials for delivery to site as required.

Liaise with customers (with respect to ongoing project) via verbal and non-verbal correspondence.

Office Administration:

Meet and welcome visitors to the office

Assist with the production of letters, quotations, reports and faxes

Monitor e-mail for all staff when away from office and respond as required

Answer the phone and direct calls, log and monitor messages

Manage back-up tape

Manage all Holiday request forms

Assist in the management of utility services eg gas electric

Assist in the management of communications & IT services etc

Assist in fleet management eg trackers service requirements

Assist in maintenance of the company insurances, fleet, liability & health

Any other duties that may be required for the efficient running of this SME

Vacancies Number

611909

Administration Assistant

Pay: £15000.0 to £16000.0

Closing date: 20/01/2017

Hours: 8.30 - 4.30 Monday - Friday

Age: to

Holidays:

How to apply:

Email a CV to vicky.mcgovern@hollowaycook.com

Vacancies Number

611909

Administration Assistant